

## REPORTS INVENTORY

SRB 951R

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

951R LIFE INS BK ADD LARL

2. FUNCTIONAL AREA	PERSONNEL	TRAINING	STATISTICAL
	LOGISTICS	SECURITY	NARRATIVE
	MEDICAL	FINANCE	MACHINE-NAME LISTING

3. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

Monthly

2

7. FORMAT (memorandum, form computer print-out, etc.)

CP-O

8. ADP PROCESSING

<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.
<input type="checkbox"/> NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OCS/OPERATIONS

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-06-3	4.21	.143	.60	12	7.20

## B. COSTS OF COMPUTER PRODUCED REPORTS

		13.00	12	156.00

## TOTAL COSTS PER YEAR

\$163.20

COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 13. FUTURE GOALS

14. PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

 OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

CHANGE

DISCONTINUE

DATE OF INVENTORY

2 NOV 1970

STAT